

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**EQUAL OPPORTUNITY SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions which perform a wide range and combination of activities in a state agency's internal and external equal opportunity and non-discrimination programs and activities. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses professional positions located within a state agency's internal and external affirmative action program with responsibilities in areas such as affirmative action, equal employment opportunity, or other similar equal opportunity and non-discrimination programs and activities. Positions function as either a program coordinator or a staff specialist in a state agency.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of confidential or supervisor, as defined in s. 111.81(7) or (19) and are more appropriately classified as Equal Opportunity Program Specialist or Equal Opportunity Program Officer
2. Positions located at the Department of Employment Relations that assist and monitor the affirmative action plan and program development activities of all state agencies for a majority of the time, and are more appropriately classified as Executive Equal Opportunity Specialist.

3. Positions which are engaged in paraprofessional activities in support of an affirmative action/equal opportunity program for a majority of the time and are more appropriately classified as Program Assistant.
4. Positions which are engaged in investigating and resolving civil rights, labor standards, prevailing wage, and other complaints relating to selected actions by state agencies in their capacity as an employer for a majority of the time, and are more appropriately classified as Equal Rights Officer.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this classification series is typically by competitive examination. Although this is not a progression series, a position may be filled below its objective level for the purposes of training and development. Such positions may be reclassified to their objective level upon if the employee satisfactorily attains the necessary training, education, or experience to perform the full range of assigned duties under general supervision and the position spends the majority of its time (50% or more) on duties identified at that classification level.

II. DEFINITIONS

EQUAL OPPORTUNITY SPECIALIST

This classification level is used as an entry progressing to an objective level for positions that function as Equal Opportunity Specialists. Work is performed under close progressing to general supervision.

Positions functioning at the full performance objective level function as: (1) program coordinator in a campus or agency with fewer than 500 FTE positions; or (2) staff specialist in a campus or agency with fewer than 500 FTE positions. A program coordinator functions as the position primarily responsible for coordinating the equal opportunity and affirmative action programs for the campus or agency and may be the only position in the organization performing such duties. A staff specialist is usually one of a number of staff performing equal opportunity and/or affirmative action activities for the campus or agency. Positions develop and administer equal opportunity and affirmative action programs of substantial scope and sensitivity for an agency or campus. Positions perform administrative and program development activities for an agency's or campus's internal and/or external equal opportunity program; apply a variety of complex federal regulations; provide ongoing monitoring and enforcement of the program standards; develop working relationships with a variety of federal, state, and local agencies and organizations; provide input and advice in the development of recruitment plans within the agency; and perform other related functions of a responsible nature. The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs. Work is performed under general supervision.

Representative Position:

UW Extension Equal Opportunity and Diversity Programs Specialist – This position assists in the development, implementation, and administration of policies, programs and procedures for affirmative action and equal opportunity program; collects and reports annual AA/EEO data maintenance; assesses and modifies data; creates reports for transactions and adverse impact; prepares the UW Extension state

veterans' employment reports and federal VETS-100 reports; updates the applicant tracking database; and prepares other statistical reports on an as needed basis.

EQUAL OPPORTUNITY SPECIALIST-SENIOR

Positions function as: (1) program coordinator in a large state agency (i.e., 500 – 1,500 FTE positions) or (2) staff specialist in a major state agency (i.e., more than 1,500 FTE positions), within a diversified and highly complex equal opportunity program of substantial scope and sensitivity. Positions perform administrative and program development activities for an agency's statewide internal and/or external equal opportunity program; apply a wide variety of complex federal regulations; provide ongoing monitoring and enforcement of the program standards; develop working relationships with a wide variety of federal, state, and local agencies and organizations; and perform other related functions of a highly responsible nature. The work at this level requires the application of a comprehensive knowledge of affirmative action/equal opportunity programs and regulations, and comprehensive knowledge of the organizations, groups, and individuals affected by these programs. Work is performed under general supervision.

Position at this level differ from the Equal Opportunity Specialist level in the scope, impact, complexity, discretion and authority of the equal opportunity and civil rights compliance programs administered; and the variety of laws, rules, regulations, and standards which apply to the program areas. Positions at this level administer statewide and agency-wide programs.

In order to be appropriately classified at this level, positions must spend the majority of their time (50% or more) on duties which compare favorably in terms of scope, impact, complexity, discretion, and authority to the duties performed by the following representative positions.

Representative Positions:

DOT Disadvantaged Business Enterprise (DBE) Marketing and Certification Specialist – This position provides consultation and assistance to top agency management of currently certified DBE firms to maximize contracting opportunities on DOT's \$500 million plus contracts in construction and maintenance of highways, airports, enhancement projects, congestion mitigation and air quality projects in the state of Wisconsin; approves or disapproves contractor's good faith waiver request when project DBE goal is not met; negotiates with prime contractors to increase DBE participation; certifies firms in accordance with federal regulations; conducts hearings to hear appeals from applicants who are issued an intent to deny certification; investigates and resolves conflicts between DBE firms and prime contracts on issues related to certification, DBE credit, third party challenges, performance, payment, and other issues related to project delivery; and assists DBE firms in marketing their products and services to the public and private sectors.

DOT Title VI and Regulatory Research Specialist – This position functions as the Title VI coordinator; provides management support in all facets of DOT's Title VI program; plans and implements Title VI management reviews; collects and analyzes data; investigates or coordinates all Title VI complaints for the department; working in conjunction with department legal counsel, acts as a liaison for DBE program in all legal matters; provides research assistance to the DBE program regarding the interpretation or application of new federal program rules; and identifies pertinent issues addressed in UWDOT Office of Civil Rights or state level legal opinions.

DWD Monitor Advocate Specialist – This position monitors DWD Division of Workforce Solutions services to migrant and seasonal farmworkers (MSFWs) and non-MSFWs; develops and monitors annual agricultural/outreach plans; reviews interstate and intrastate agricultural and non-agricultural clearance

orders; performs or reviews field checks on those job orders; coordinates and provides technical assistance and training in the Job Service complaint process; acts as an advocate to improve services within the division to MSFWs and ensure adequate allocation of resources for services to MSFWs; monitors implementation of federal rules and regulations related to MSFWs; conducts field visits to camps and living areas of MSFWs; and participates in a variety of meetings and committees.

DWD Equal Opportunity Specialist – This position functions as the primary liaison between DWD and the federal Civil Rights Center (CRC) of the U.S. Department of Labor; and develops, implements, and monitors Wisconsin's Equal Opportunity Methods of Administration (MOA) Plan which covers all 72 counties, and all citizens and employers served by job centers in the state of Wisconsin. The MOA is a compliance document which the state submits to the cognizant federal agency, CRC, as a condition for receipt of federal financial assistance. This position administers a multifaceted equal opportunity and civil rights compliance program that ensures that Wisconsin's 11 workforce development boards and 79 job centers comply with federal and state equal opportunity and civil rights statutes, regulations, guidelines, and executive orders; designs equal opportunity systems through local workforce development boards and their subrecipients provide services and benefits to eligible program participants; functions as the state level step in the complaint, grievance, and appeal procedure for all program and discrimination complaints; provides complaint technical assistance and information, investigation, fact-finding, dispute resolution, issuing final determinations and referring complaints, grievances and appeals to federal and state administrative and law enforcement agencies; and provides policy guidance to Wisconsin's employment and training community relating to equal opportunity and civil rights compliance matters.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective June 1978.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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